

159-5488

4 November 1969

DD/S 159-5601

MEMORANDUM FOR: Deputy Director for Support

Bob:

As you know, the CIA Emergency Planning Officer and his secretary have been a part of the Office of the Director for the past several years. [] plans to retire effective 31 December. I know that he feels that it is proper for him to report to the Executive Director and that he finds this advantageous in dealing with other Government agencies. With the present squeeze on personnel ceilings, however, I feel that we cannot devote a full-time GS-15 position to this function.

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Because I have no one to whose current duties this could be added, and because it seems to me that this is truly a Support function anyway, I propose to have you assume these responsibilities on 1 January 1970. Tentatively, I would propose to transfer [] her position to the DD/S. I propose to eliminate [] position, thereby saving a slot.

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It has been some time since these functions were examined in detail to see if all of the things we are now doing are really necessary. I should appreciate your undertaking an immediate study of this problem and submitting recommendations to me on or about 1 December as to what we should continue to do and how we should do it effective 1 January 1970.

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[]

25X1

L. K. White

cc: CIA Emergency Planning Officer

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SECRET

MORI/CDE